Approved For Release 2006/11/15 : CIA-RDP75-00399R000100140030-9

Classification

REPORTS INVENTORY

CONTROL NO. DDS/OTR/SUS-6

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)
Certification that HHB [ ] (Employee Conduct) was read by Staff.

STAT

2. TYPE OF REPORT: [ ] STATISTICAL; [x] NARRATIVE; [ ] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [1] PERSONNEL; [ ] TRAINING; [ ] ADMIN. GENERAL; [ ] LOGISTICS; [2] SECURITY; [ ] OTHER (specify); [ ] MEDICAL; [ ] FINANCE

4. NO. OF COPIES PREPARED: 2

5. FREQUENCY (weekly, monthly, quarterly, etc.): Semi-annually

6. DISTRIBUTION (No. of components not number of copies): DTR; Chrono

7. FORMAT (memorandum, form computer print-out, etc): Memo

8. ADP PROCESSING: [ ] YES; [x] NO; IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: HR [ ] STAT

10. PREPARING COMPONENT (include lowest level contributing information to report)
C/SUS
(DC/SUS-MT)
(DC/SUS-AT)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
6 (2)	4.00		1/2		2.00		2		4.00